

CITY of AZTEC JOB DESCRIPTION

JOB TITLE:	Public Works Tech II
DEPARTMENT:	Public Works
SHIFT:	Regular, 40 hours per week - On-call required. Must be able to respond to call out within 20 minutes.
PAY PLAN:	GR 15 @ \$14.73/HR
EXEMPT:	No
REPORTS TO:	Public Works Director
GENERAL DIRECTION FROM:	Public Works Superintendent

POSITION CLOSES: Open Until Filled

PURPOSE & NATURE OF JOB

The City of Aztec's mission is to enhance the quality of life of its citizens, to promote economic opportunity, and to carry out the responsibility to protect and improve the assets of the City. This position aids in achieving this mission by performing routine street maintenance, water and wastewater system maintenance, emergency repairs, and other construction tasks. The position involves performing a wide variety of semi-skilled and skilled manual tasks.

ESSENTIAL DUTIES

- Cleans, repairs, and maintains roads, bridges, medians, right of ways, alleys, curbs, gutters, sidewalks, and other public areas within the City.
- Performs routine and repetitive physically strenuous tasks such as hand working asphalt and concrete as it is placed; loading and unloading trucks; laying pipe and repairing manholes; patching potholes and overlaying of streets; sealing cracks in asphalt and concrete; removing and replacing concrete to include form setting and finishing; reading grades and setting grade stakes; assisting in surveying. Installing and maintaining stormwater system throughout City. Performs sandblasting of graffiti, trees and weed control, cleaning trash and debris from streets and alleyways.
- Sets traffic control including safety devices, signs, and barricades; ensures safety of public and work crew.
- Operates, repairs, and maintains vehicles and various light equipment and tools such as tractors, mowers, heavy trenchers, bucket trucks, augers, maintainers, jackhammers, skill saws; drills; bolt cutters; pothole patchers, rollers, dump trucks, 1 ton to 5 ton vehicles, etc.
- Operates heavy equipment, including loaders, backhoes, dump trucks, excavators, etc.
- Performs water distribution and sewer repairs.
- Conducts daily inspections and preventative maintenance measures of vehicles, equipment, and tools such as washing, checking safe and proper operation, and servicing.

- Perform snow removal and street sanding during inclement winter weather.
- Identifies and informs supervisor of potential hazards, liability exposures, problem areas, inquiries of the general public, and the status of work activities.
- This position may operate, but is not limited to, dump trucks, snow plows, motorized vehicles, pickup trucks, utility trucks, tampers, plate compactors, saws, pumps, crack sealing equipment, asphalt repair equipment, compressors, generators, common hand and power tools, shovels, wrenches, mobile radios, rollers, tractors, motorized paint machine, skid loader, street sweeper, fork lift, jack hammer, shovel and similar equipment.
- Other duties as assigned.

RESPONSIBILITIES

Supervision:	May serve as lead worker of one unit, crew or group. Will supervise trustees and community service workers.
Public Contact:	Some recurring routine contacts with the public or workers in other departments. Ability to answer public questions on the type of work being performed required.
Budget:	N/a
Other:	<ul style="list-style-type: none"> • Errors may result which affect one or more work group Immediate Supervisors must remedy errors related to accuracy and generally assume full accountability. Impact may vary in severity. • The work is strictly controlled by practices and procedures which are covered by well defined policy; work is performed without direct supervision but is reviewed periodically by the supervisor. • Decisions are few and directly related to a well defined process. Requires some judgment in selecting variations in sequence of steps, operations or procedures. • The work consists of various duties involving different processes and methods. Choices to be considered differ with the subject, phase, or issues involving each assignment. • Ability to understand and follow oral orders. • Ability to establish and maintain effective working relations with other employees and the public. • Mechanical aptitude and skill in the use of hand and power tools.

GENERAL INFORMATION

The duties/responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

Must be able to pass a pre-employment physical, drug screen and lift test.
Must have a valid driver's license.

Education:	High School Diploma or G.E.D. AND
Experience:	3 years of job related experience or training.
Knowledge:	<ul style="list-style-type: none"> • Requires working level knowledge, skills, and abilities related to a broad range of either complex clerical or technical functions or apprentice level knowledge of a single function area or work specialization. • Operational characteristics of maintenance and construction equipment and tools used in work activities. • Proper procedures used in the maintenance and repair of hand and power tools. • Basic mathematical principles. • Basic principles and practices of record keeping. • Occupational hazards and standard safety practices including those associated with working in confined spaces. • Principles and practices of customer service.
Certificates/Licenses:	<ul style="list-style-type: none"> • CDL Class B • Public Pesticide Applicator License within 6 months of hire.
Recertification:	Recertification for CDL and Public Pesticide Applicator License is required.
Use of Tools/Equipment:	Pick up truck, dump truck, snow plow, street sweeper, post hole digger, post driver, air hammer, jackhammer, soil compaction roller, vibrating skid plate, vibrating steel roller, routers, rakers, pipe cutters, welder, tamps, soils compacters, powered-cut off saw, air compressor, sand blaster, weed eaters, asphalt roller, rakes, brooms, shovels, pitchforks, and pruners.

WORK ENVIRONMENT

Physical Demands:	<ul style="list-style-type: none"> • Effort is prolonged and frequent. Strain may be extended in duration. Effort involves heavy lifting (up to 100 lbs), pushing, pulling with excessive crouching, stooping or lying in prone positions in small areas. Could involve intense strain on sight and hearing. High manual dexterity will be required. • While performing the essential functions of this job, the employee is regularly required to talk, hear, smell, feel, reach, grab and touch. The ability to swim is needed. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. • May be required to work inclement weather conditions ranging from cold winter days below freezing to hot summer days with temperatures above 100 degrees Fahrenheit
Hazards:	<ul style="list-style-type: none"> • The employee will be operating of service equipment on City streets. • Regular and frequent travel in a City vehicle within the City will be required. • Daily exposure to hazardous work conditions. Prolonged and frequent exposure to dust, grease, extreme temperature, or

Exposures:

severe outdoor weather conditions. Recurring conditions which involve chance of injury.

- The employee may be exposed to: Hot mix asphalt, rubberized asphalt, salt, oil, gasoline, diesel, herbicide, paint, signs, trash, tree limbs, dirt, gravel, pipe solvent, glue, gasoline, oil, diesel, and other utility and street maintenance related products.
- The employee is occasionally exposed to fumes, toxins, or caustic chemicals. This position could be exposed to chemicals such as paint, paint thinners, muriatic acid, industrial bleach, hydrochloric acid, sulfur dioxide gas, calcium and sodium hypochlorite powder (corrosive and very destructive of mucous tissues; may cause chemical pneumonia and lung oedema), gasoline, and various degreasers.
- Exposure to UV radiation possible.
- Potential exposure to bacteria, including but not limited to e. Coli, shigellosis, typhoid fever, salmonella, Mycobacterium tuberculosis, leptospira, and cholera. Potential exposure to Aspergillus and other unknown disease causing fungi. Possible exposure to parasitic organisms that may cause disease, such as cryptosporidium, giardia lamblia, entamoeba histolytica, hookworm, tapeworm, whipworm, and ascariasis. Possible exposure to viruses, including but not limited to: enteroviruses, adenoviruses, rotaviruses, parvoviruses, reoviruses, astrovirus, calcivirus, and hepatitis.
- Employee may be exposed to chemicals or organisms by direct contact with raw wastewater and sludges, or by inhalation of gases, particles, aerosols, vapors, or droplets.

The primary work site is outside with exposure to extreme cold below 32 degrees in winter with temperature changes, extreme heat 95 to 105 degrees in summer with temperature changes, extreme wet or humid with temperature changes, sufficient noise levels which interrupt conversation, body strain from repeated motion or shock. Exposure to fumes and odors from gases, paint, asphalt and dusts.